



UNIVERSITY OF
SOUTH ALABAMA

Concur
Procurement Reporting
NextGen Expense Manual

Procurement Card and Travel Services

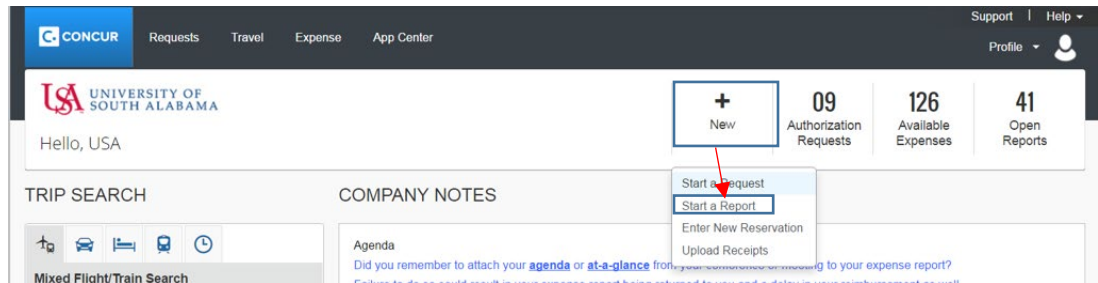
<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>
650 Clinic Drive, Suite 1400
Mobile, Alabama 36688
251.460.6242

Creating a New Expense Report

Create the report:

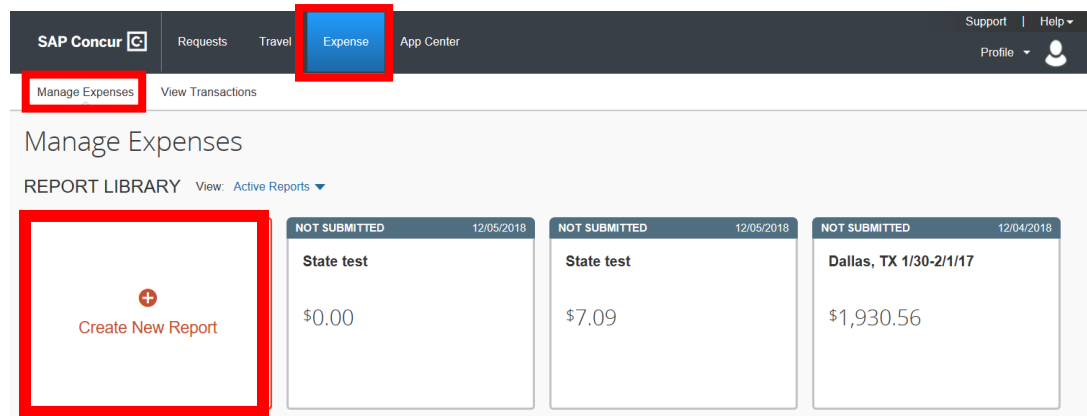
1. Either:

- On the home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.



- OR -

- On the menu, click **Expense > Manage Expenses** and then click the **Create New Report** tile.



2. Complete all required fields (marked with red asterisk) and the optional fields as needed. Then click **Create Report**.

Note: Report Type field must be USA – Procurement Policy

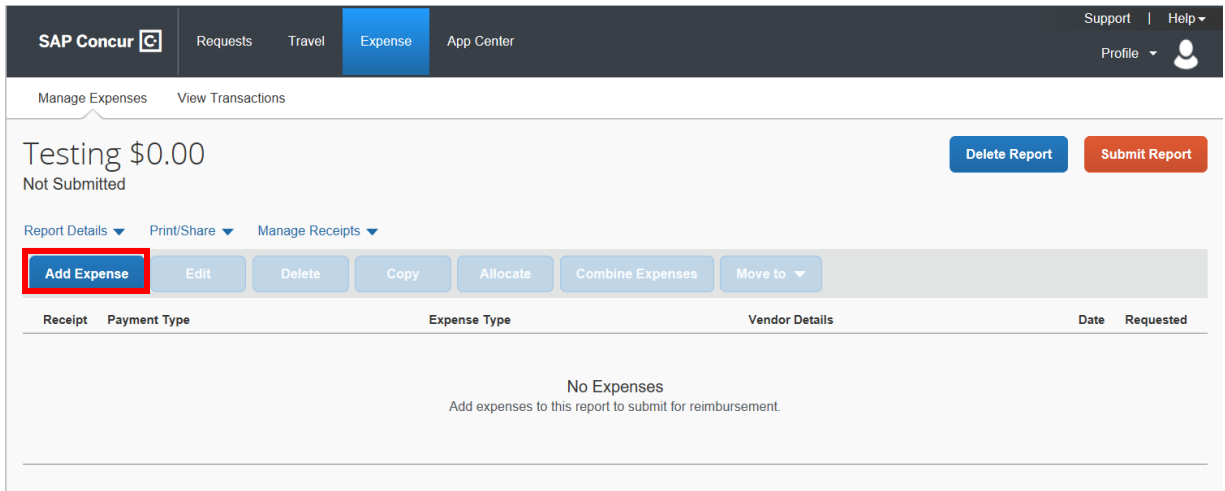
Create New Report x

* Indicates required field

Report Type *	Report Name *	Report Date
<input type="text" value="USA - Procurement Policy"/>	<input type="text"/>	<input type="text" value="12/05/2018"/>
<input type="text"/>	Division *	Division 2 *
<input type="text"/>	<input type="text" value="Search by Text"/>	<input type="text"/>
Fund	Program *	Org *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Information	Activity	<input type="text" value="Search by Code"/>
<input type="text"/>	<input type="text"/>	
Comment	<input type="text"/>	
<input type="text"/>		

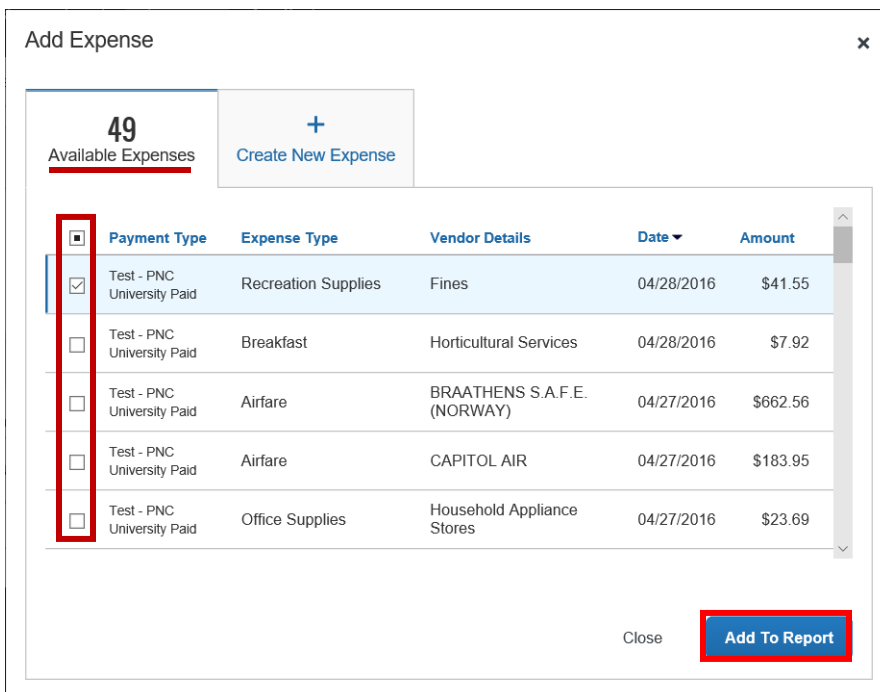
Cancel

- Once you click **Create Report** in step 2 you will be taken to your report where you will begin adding expenses.



Add card transactions to the report:

- Click **Add Expense**. Your PCard transactions will be listed under the **Available Expenses** tab.
- Check the box next to the transactions you wish to add to this report or check the top box to select all transactions.
- Click **Add To Report**.



- Click each expense one at a time and complete all the required fields (marked with red asterisk) and any optional fields as needed.

SAP Concur | Requests | Travel | Expense | App Center | Support | Help | Profile

Manage Expenses | View Transactions

Alerts: 2

Testing \$118.83
Not Submitted

More Actions | Submit Report

Report Details | Print/Share | Manage Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	!		Test - PNC University Paid	Office Supplies	Motor vehicle supplies and new p Mobile, Alabama	05/02/2016	\$77.28
<input type="checkbox"/>	!		Test - PNC University Paid	Recreation Supplies	Fines Mobile, Alabama	04/28/2016	\$41.55
							\$118.83

- Make sure the Expense Type is correct and all required fields have been completed. Some will auto populate for you.

SAP Concur | Requests | Travel | Expense | App Center | Support | Help | Profile

Manage Expenses | View Transactions

Alerts: 1
Missing required field: Report Purpose.

Office Supplies \$77.28
05/02/2016 | Motor vehicle supplies and new p | Corporate Card

Cancel | Save Expense

Details | Itemizations | Hide Receipt

Allocate * Indicates required field

Expense Type *
Office Supplies

Transaction Date
05/02/2016

Report Purpose *
[Red Alert Box]

Additional Information
Enter Vendor Name
Motor vehicle supplies and new p

City of Purchase
Mobile, Alabama

Payment Type
Test - PNC University Paid

Transaction Amount
77.28

Currency
US, Dollar

Comment

Save Expense | Cancel

Attach Receipt Image

Note: The Alerts at the top of the screen will aid you in completing the requirements for this particular transaction.

6. Click **Attach Receipt Image** and locate the required documentation associated with this transaction and attach. Then click **Save Expense**.

The screenshot shows the SAP Concur Expense Report form for 'Office Supplies \$77.28'. The form is in the 'Details' tab. The 'Expense Type' is 'Office Supplies', the 'Transaction Date' is '05/02/2016', and the 'Report Purpose' is 'Office Supplies'. The 'City of Purchase' is 'Mobile, Alabama' and the 'Transaction Amount' is '77.28'. The 'Payment Type' is 'Test - PNC University Paid' and the 'Currency' is 'US, Dollar'. A large red box highlights the 'Attach Receipt Image' button in the center of the form. The 'Save Expense' button is visible at the bottom left of the form.

The screenshot shows the same SAP Concur Expense Report form, but now the 'Attach Receipt Image' button is replaced by an 'Expense Report' summary. The summary includes the following information: 'Expense Report', 'Report/Trip Name: Dallas, TX 1/02-2/1/17', 'User Name: Traveler1, USA', 'User ID: traveler1', 'Report Header', 'Report/Trip Name: Dallas, TX 1/02-2/1/17', 'Report/Trip Start Date: 01/02/2017', 'Report/Trip End Date: 02/01/2017', 'Report/Trip Start Time: 05:00pm', 'Report/Trip End Time: 03:00pm', 'Conference/Event Name: Testing', 'Trip Type: Out-of-State', 'Division: Academic Affairs Colleges', 'Div2: College of Allied Health', 'Program: Public Service', 'Org: Allied Health General', 'Fund: Microbiology Diagnostic Services', 'Additional Information: John Doe is covering my classes', 'Report ID: SA7620A192542618CC0', 'Report Date: 05/21/2016', 'Approval Status: Not Submitted', 'Currency: US, Dollar'. The 'Save Expense' button is highlighted with a red box at the bottom left of the form.

If you need to allocate any expense(s) to another FOAPAL you have options:

1. To allocate each individual expense select that expense and click **Allocate**. This is best used when different expenses will carry different FOAPALS.

Testing \$118.83
Not Submitted

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy **Allocate** Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			Test - PNC University Paid	Office Supplies	Motor vehicle supplies and new p Mobile, Alabama	05/02/2016	\$77.28
<input type="checkbox"/>	!		Test - PNC University Paid	Recreation Supplies	Fines Mobile, Alabama	04/28/2016	\$41.55
							\$118.83

OR, if you need to allocate all of the expenses to **the same Fund/Org/Program** combination then check the top box and click **Allocate**.

Testing \$118.83
Not Submitted

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy **Allocate** Combine Expenses Move to

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			Test - PNC University Paid	Office Supplies	Motor vehicle supplies and new p Mobile, Alabama	05/02/2016	\$77.28
<input checked="" type="checkbox"/>	!		Test - PNC University Paid	Recreation Supplies	Fines Mobile, Alabama	04/28/2016	\$41.55
							\$118.83

OR, click the **Allocate** link directly below the word Details while you are on the expense.

New Expense

Cancel Save Expense

Details Itemizations Hide Receipt

Allocate

* Indicates required field

Expense Type *
Hotel

Transaction Date *
03/16/2018

Vendor *
Sheraton

City of Purchase *
Seattle, Washington

Payment Type *
Cash/Personal Card

Transaction Amount *
803.64

Currency *
US, Dollar

Request *
None

Comment

SHERATON SEATTLE HOTEL
1405 5th Avenue
Seattle, WA 98101
United States
Tel: 206-451-9900 Fax: 206-421-8441

Manuel Goban
CCMAA - Concur Technologies FUSION AE

Page Number : 1
Guest Number : 4355662
PDR ID : A
Arrive Date : 13-MAR-18 15:23
Depart Date : 14-MAR-18 12:00
No. Of Guest : 1
Room Number : 1100
Club Account :

DATE	REFERENCE	DESCRIPTION	CHARGES (USD)	CREDITS (USD)
13-MAR-18	RT1120	Room Chrg Gyp Corporate	230.00	
13-MAR-18	RT1120	Room Tax	35.88	
13-MAR-18	RT1120	Seattle Tourism Fee	2.00	
14-MAR-18	RT1120	Room Chrg Gyp Corporate	230.00	
14-MAR-18	RT1120	Room Tax	35.88	
14-MAR-18	RT1120	Seattle Tourism Fee	2.00	
15-MAR-18	RT1120	Room Chrg Gyp Corporate	230.00	
15-MAR-18	RT1120	Room Tax	35.88	
15-MAR-18	RT1120	Seattle Tourism Fee	2.00	
MAR-18-2018AX		American Express		-803.64
** Total			803.64	-803.64
*** Balance			0.00	

I agreed to pay all room & incidental charges.

2. Select whether you wish to allocate by Percent (default) or by Amount.

Allocate
Expenses: 1 | \$77.28

Percent Amount

Amount
\$77.28

Allocated \$77.28
100%

Remaining \$0.00
0%

Default Allocation
Code
17-172000-172800-110000-4600

Funding source from the header

3. After you have selected Percent or Amount click **Add**.

Default Allocation

Code
17-172000-172800-110000-4600

4. Complete the required fields and click **Add to List** or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite on page 7 of this manual).

Add Allocation

+ New Allocation Favorite Allocations

* Indicates required field

Division * (17) Finance and Administration 1

Division 2 * (172000) University Accounting/Cor 2

Org * (172800) PCard and Travel Service 3

Fund * (110000) University 4

Program * (4600) Institutional Support 5

Activity Search by Code

5. Key the percentage or amount you wish to apply to this funding source.

Allocate
Expenses: 1 | \$77.28

Percent Amount

Amount
\$77.28

Allocated \$77.28
100%

Remaining \$0.00
0%

Default Allocation
Code
17-172000-172800-110000-4600

Division	Division 2	Org	Fund	Program	Activity	Code	Percent %
Finance and Administration	University Accounting/Controller	PCard and Travel Services	University	Institutional Support		17-172000-172800-110000-4600	50
College of Medicine	Basic Sciences Division	Biochemistry	COM Char Funds-Biochemistry	Instruction		71-720000-720100-171430-4100	50

See Note

NOTE: Concur will automatically calculate the remaining to apply to the funding source keyed on the header.

- If you need to add more funding sources repeat steps 3-5 for each new funding source.
- After all funding sources are added click **Save**. Then click **Save Expense**. You will see “Allocated” under the Requested amount.

Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Requested
	Cash/Personal Card	Hotel	Sheraton Seattle, Washington	03/16/2018	\$803.64 <u>Allocated</u>

- Once you have completed adding all expenses and allocating if needed click **Submit Report** or leave it to come back to and complete. **An Expense Report must be submitted monthly for any charges which are placed on a Purchasing Card (PCard) during that month.**

SAVING AN ALLOCATION AS A FAVORITE

After entering your desired funding sources into the allocation (pg. 6) you can click **Save as Favorite** give it a name and save. It will then be available under the **Favorite Allocations** tab the next time you need to allocate to the same funding source(s) as the favorite you saved.

Add Allocation

